

Procedure for Using WINSTETS if You Are Making a Standard Tag

Background:

You can use this procedure if you are making a standard tag. This means if the equipment is listed in the database, and you can find it, you can make a tag.

Steps:

There are 4 steps involved in using WINSTETS. They are listed here. The procedure that will follow goes into details on each one.

- 1) **Pending**, this means you have made a tag, printed it out and you are going out into the field to apply it.
- 2) **Confirmed**, this means you have applied the tag. Now you must return to the computer and change the tag status to CONFIRMED.
- 3) **Release Pending**, this means you are ready to remove your tag. You go to the computer and change the status to RELEASE PENDING and then go out and remove your tag.
- 4) **Job Released**. This means you have removed your tag. After removing your tag you return to the computer and change the TAG status to JOB RELEASED. Rip up your tag and throw it out.

Procedure Pages

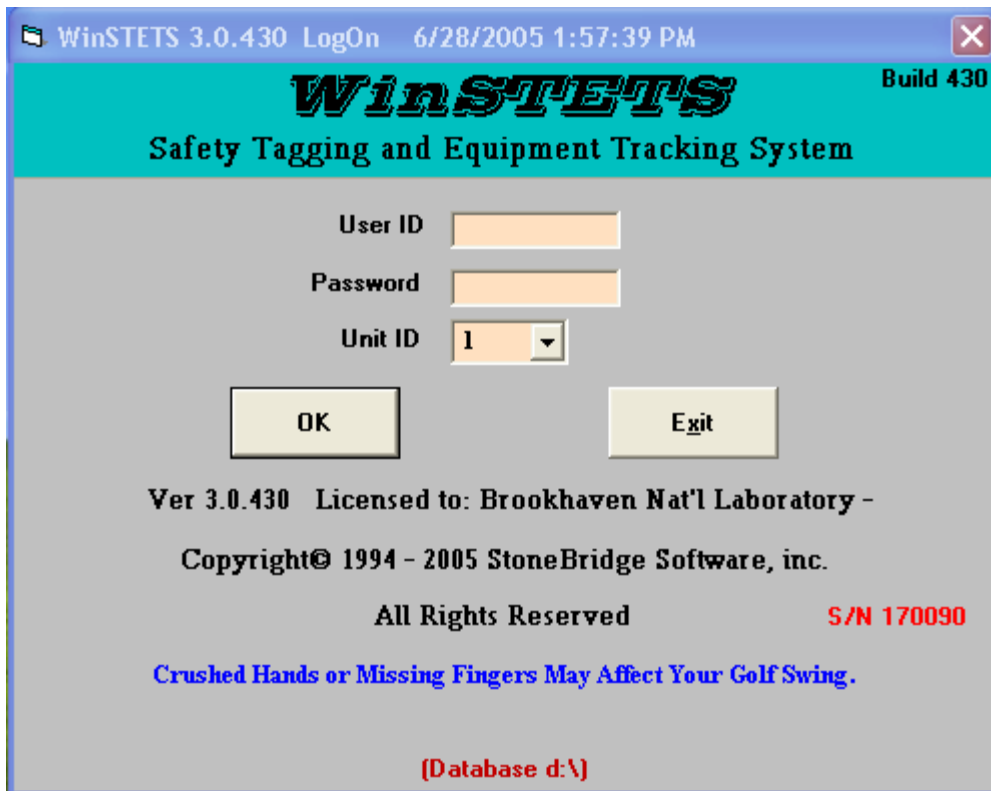
PENDING.....	Page 3
CONFIRM.....	Page 16
RELEASE PENDING.....	Page 24
JOB RELEASED.....	Page 32
PASSWORD CHANGE.....	Page 40

You can now start with the Pending procedure on the next page.

PENDING PROCEDURE

Step 1: Log in to Winstets. You will see this window. If you have logged in before you can type in your Life number for your User ID and your password for your password.

If you have never logged in before go to page 40-CHANGE PASSWORD- then return to page 5 when you are done with that section. Use your Life number for your User ID and your Life number for your password. If you have already changed your password go to page 5 after you are done on this page.



The image shows a Windows-style application window titled "WinSTETS 3.0.430 LogOn 6/28/2005 1:57:39 PM". The window has a blue title bar with a close button (X) in the top right corner. Below the title bar is a teal header area with the "WinSTETS" logo in a stylized, bold, italicized font. To the right of the logo, it says "Build 430". Below the header is a light gray area containing the text "Safety Tagging and Equipment Tracking System". In the center of this area are three input fields: "User ID" (a text box), "Password" (a text box), and "Unit ID" (a dropdown menu currently showing "1"). Below these fields are two buttons: "OK" and "Exit". At the bottom of the window, there is a block of text: "Ver 3.0.430 Licensed to: Brookhaven Nat'l Laboratory - Copyright© 1994 - 2005 StoneBridge Software, inc. All Rights Reserved S/N 170090". Below this text is a blue line of text: "Crushed Hands or Missing Fingers May Affect Your Golf Swing." and at the very bottom, in red, is "(Database d:\)".

WinSTETS 3.0.430 LogOn 6/28/2005 1:57:39 PM

WinSTETS Build 430

Safety Tagging and Equipment Tracking System

User ID

Password

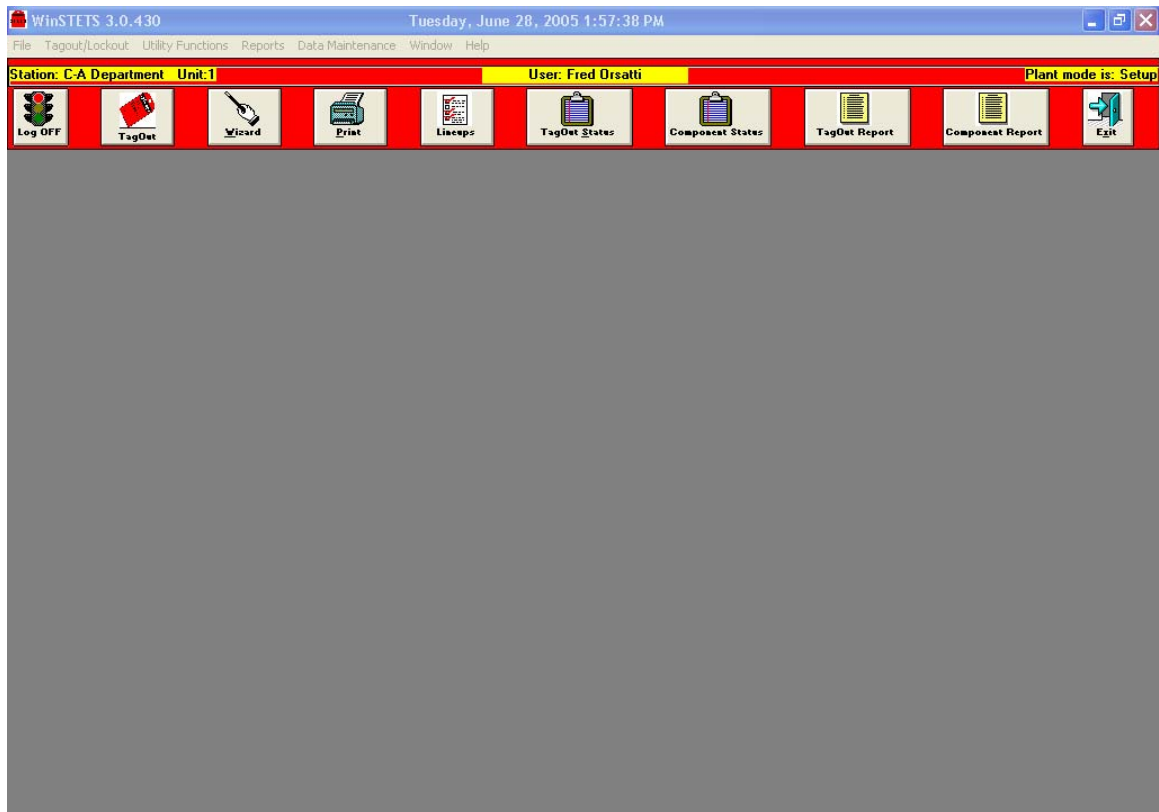
Unit ID

OK Exit

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Crushed Hands or Missing Fingers May Affect Your Golf Swing.

(Database d:\)



Step 2: Click on tagout button

WinSTETS 3.0.430 Tuesday, June 28, 2005 2:02:52 PM

File Tagout/Lockout Utility Functions Reports Data Maintenance Window Help

Station: C-A Department Unit ID:1 User: Fred Orsatti Plant mode is: Setup

TagOut Maintenance Screen - (TagOut '00000060' Status: Confirmed)

Add TagOut

Delete TagOut

Copy TagOut

Save Changes

Cancel Changes

Change Status

Print

Exit

Basic Information

TagOut ID: 00000060

Unit ID Type: 1

Standard TagOut ID: OCC

Equipment Description: P4BRP4 2,4,6,7,8,9,11,13,16-23

Description of Work: Working on BQ,YQ,BD and YD OCC's

Current Status: Confirmed as of 6/27/2005 3:56:57 PM Last Modified 6/27/2005 3:56:57 PM

Sign On/Sign Off

Additional Information

Notes and Attachments

Load

Verify Std

Visual Tag Selector

Group Tag/Team Tag

View Work Orders

Search Wizard: 00000060 - P4BRP4 2,4,6,7,8,9,11,13,16-23 15

Isolation List			Hazards and Protective Measures				
Order #	Component ID	Description	Tag Pos	Tag Type	Lock Req'd	Lock ID	Status
1	OCC	P4BRP4 Main output circ comp	OPEN	Hold	<input checked="" type="checkbox"/>	101031	Confirmed

Add Note | Renumber | Add | Add Temp | Load | Delete | References

Total items = 1 | Display Only(no update access) | Grid

Step 3: Click on add tagout. See next page.

WinSTETS 3.0.430 Tuesday, June 28, 2005 3:08:34 PM

File Tagout/Lockout Utility Functions Reports Data Maintenance Window Help

Station: C-A Department Unit ID: 1 User: Fred Orsatti Plant mode is: Setup

TagOut Maintenance Screen - (TagOut '00000064' Status: Job Released)

Basic Information Responsible Parties Sign On/Sign Off Additional Information Notes and Attachments

Add TagOut
Delete TagOut
Copy TagOut
Save Changes
Cancel Changes
Change Status
Print
Exit

TagOut ID: [] Unit ID Type: 1 Standard TagOut ID: []

Equipment Description: [] Outage Start: [] Outage End: [] Visual Tag Selector

Description of Work: [] Group Tag/Team Tag: [] Pending Planned: [] View Work Orders: []

Current Status: [] as of [] Last Modified 6/28/2005 3:08:49 PM

Search Wizard Adding New TagOut 17

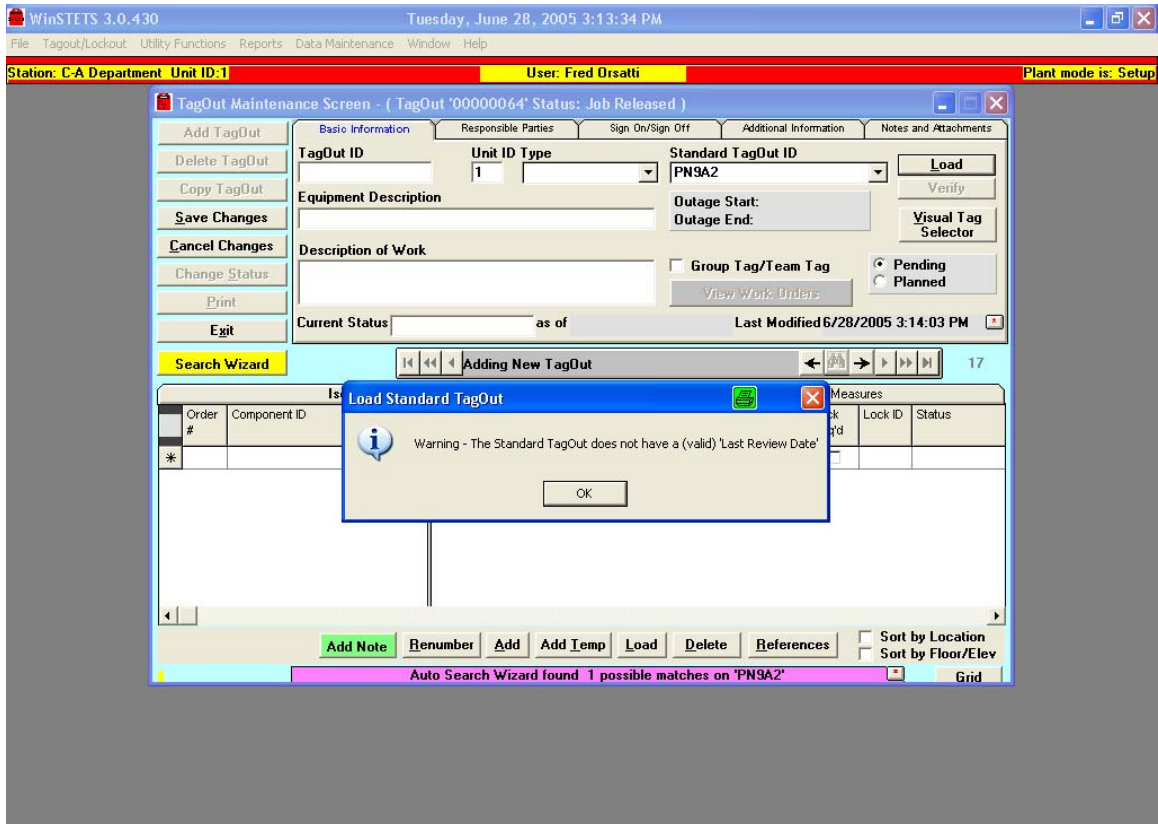
Isolation List			Hazards and Protective Measures				
Order #	Component ID	Description	Tag Pos	Tag Type	Lock Req'd	Lock ID	Status
*					<input type="checkbox"/>		

Add Note Renumber Add Add Temp Load Delete References Sort by Location Sort by Floor/Elev

Adding new TagOut Grid

Step 4:

Click on arrow to the right under STANDARD TAGOUT ID. Next type in this box the first few letters of what you want to lock out OR look for it in the drop down list and select it. If you cannot find it this means it does not exist in the database and you must do a TEMPORARY tagout. See the temporary tagout procedure. For this example, click on this arrow, and type in PN9A2. Then click on the LOAD button in the upper right hand side of this window. See next page.



Step 5:

This small window will pop up, click OK.

See next page

WinSTETS 3.0.430 Tuesday, June 28, 2005 3:14:34 PM

File Tagout/Lockout Utility Functions Reports Data Maintenance Window Help

Station: C-A Department Unit ID:1 User: Fred Orsatti Plant mode is: Setup

TagOut Maintenance Screen - (TagOut '00000064' Status: Job Released)

Basic Information Responsible Parties Sign On/Sign Off Additional Information Notes and Attachments

Add TagOut
Delete TagOut
Copy TagOut
Save Changes
Cancel Changes
Change Status
Print
Exit

TagOut ID: 1 Unit ID Type: 1 Standard TagOut ID: PN9A2
Equipment Description: Alcove9A-PN9A2 208V Main
Description of Work:
Outage Start:
Outage End:
Group Tag/Team Tag:
View Work Orders:
Pending Planned:
Current Status: as of Last Modified 6/28/2005 3:14:03 PM

Search Wizard Adding New TagOut 17

Isolation List			Hazards and Protective Measures				
Order #	Component ID	Description	Tag Pos	Tag Type	Lock Req'd	Lock ID	Status
1	PN9A2	Alcove-9A, 208V Main	OPEN	Hold	<input checked="" type="checkbox"/>		Pending
*					<input type="checkbox"/>		

Add Note Renumber Add Add Temp Load Delete References Sort by Location Sort by Floor/Elev

Total items = 1 Loading selected items..... 1 Grid

Step 6:

Fill in description of work.

Next, with this window, click on save changes. See next page

WinSTETS 3.0.430 Tuesday, June 28, 2005 3:15:34 PM

File Tagout/Lockout Utility Functions Reports Data Maintenance Window Help

Station: C-A Department Unit ID:1 User: Fred Orsatti Plant mode is: Setup

TagOut Maintenance Screen - (TagOut '00000064' Status: Job Released)

Basic Information Responsible Parties Sign On/Sign Off Additional Information Notes and Attachments

Add TagOut Delete TagOut Copy TagOut Save Changes Cancel Changes Change Status Print Exit

TagOut ID Unit ID Type Standard TagOut ID Load Verify

Equipment Description Alcov9A-PN9A2 208V Main Outage Start: Outage End: Visual Tag Selector

Description of Work Group Tag/Team Tag Pending Planned View Work Orders

Current Status E-Signature for Fred Orsatti Last Modified 6/28/2005 3:16:25 PM

Search Wizard Password: OK Cancel

Order #	Component ID	Equipment Description	Tag Type	Lock Req'd	Lock ID	Status
1	PN9A2	Alcov9A-208V Main	OPEN	Hold	<input checked="" type="checkbox"/>	Pending
*					<input type="checkbox"/>	

Tags and Protective Measures

Add Note Renumber Add Add Temp Load Delete References Sort by Location Sort by Floor/Elev

Total items = 1 Validating TagOut changes Grid

Step 7:

Enter your password.

See the next page.

WinSTETS 3.0.430 Tuesday, June 28, 2005 3:18:35 PM

File Tagout/Lockout Utility Functions Reports Data Maintenance Window Help

Station: C-A Department Unit ID:1 User: Fred Orsatti Plant mode is: Setup

TagOut Maintenance Screen - (TagOut '00000065' Status: Pending)

Add TagOut
Delete TagOut
Copy TagOut
Save Changes
Cancel Changes
Change Status
Print
Exit

Basic Information

TagOut ID: 00000065 Unit ID Type: 1 Standard TagOut ID: PN9A2

Equipment Description: Alcove9A-PN9A2 208V Main

Description of Work:

Outage Start: Outage End:

Group Tag/Team Tag: ☐

View Work Orders

Current Status: Pending as of 6/28/2005 3:17:13 PM Last Modified 6/28/2005 3:17:13 PM

Load
Verify Std
Visual Tag Selector

Search Wizard 00000065 - Alcove9A-PN9A2 208V Main 17

Isolation List			Hazards and Protective Measures				
Order #	Component ID	Description	Tag Pos	Tag Type	Lock Req'd	Lock ID	Status
1	PN9A2	Alcove-9A, 208V Main	OPEN	Hold	<input checked="" type="checkbox"/>		Pending
*					<input type="checkbox"/>		

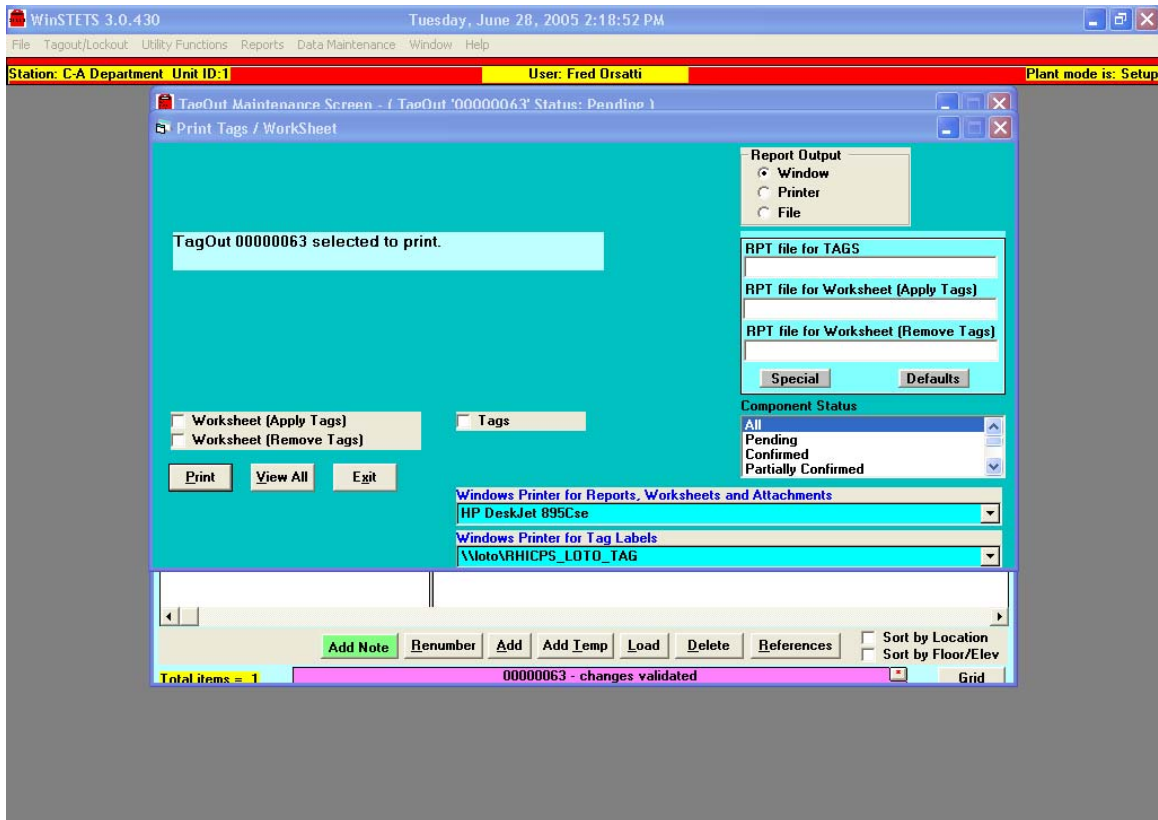
Add Note Renummer Add Add Temp Load Delete References Sort by Location Sort by Floor/Elev

Total items = 1 00000065 - changes validated Grid

Step 8:

You now have a tagout ID number. Here it is 00000065. This is pending. You must now print out the tag and then go lock out the switch. Next, you will come back and change the status to confirmed. See next page to print the tag out.

Press the Print button

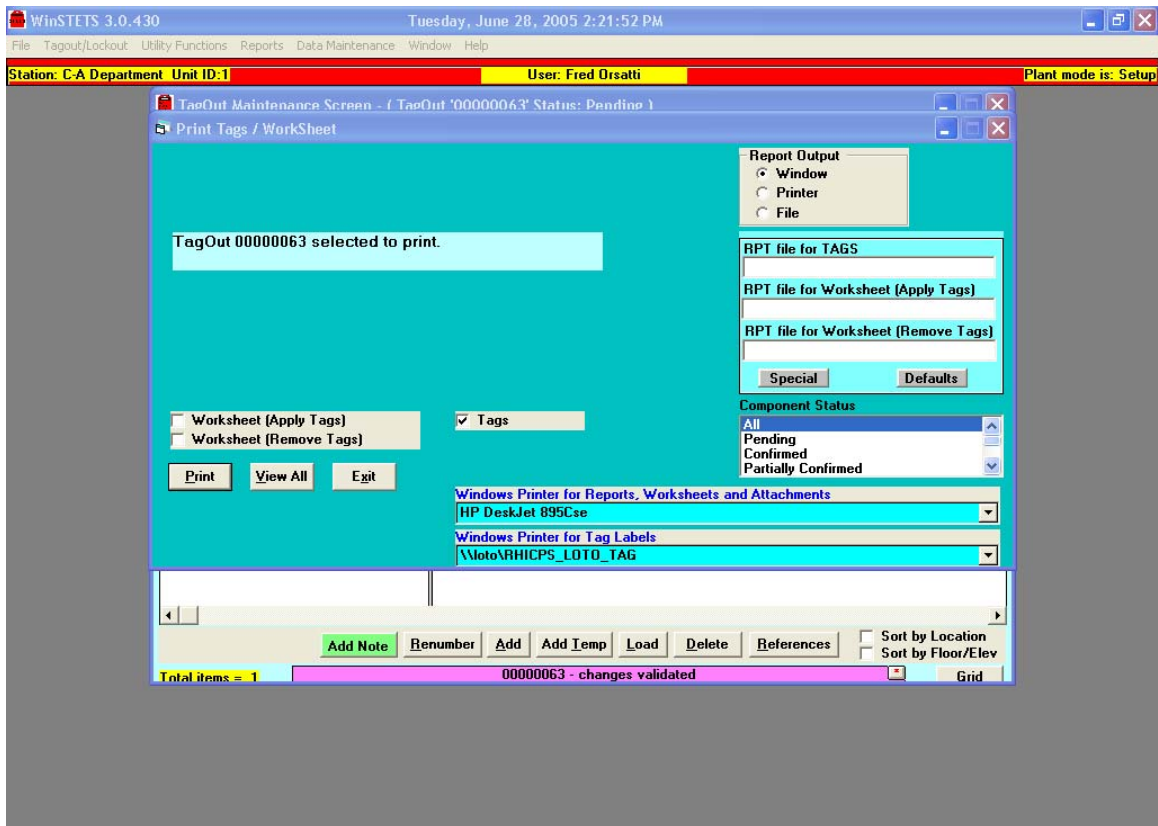


Step 9:

After you click on the Print button, this blue window pops up. Make sure the proper printers are selected on the bottom right hand side. They should match these printers you see here. If they do not match click on the arrow and select the proper ones.

Next click on the box that says tags if you want to print the tag. If you want to print the worksheet click only on the box that says “worksheet (apply tags)”.

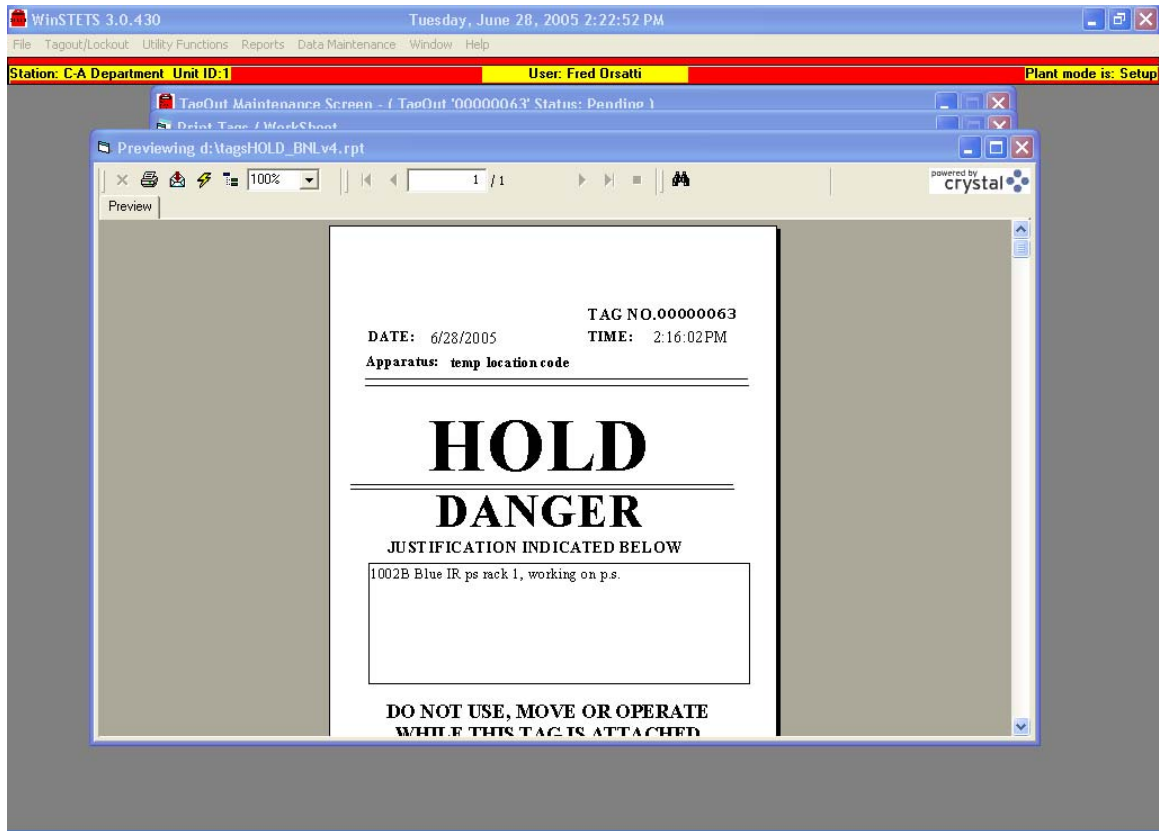
For now let’s just select the tags box. This box is in the middle of the page. See the next page for the tags box selected with a check mark



Step 10:

Here you see tags box checked off.

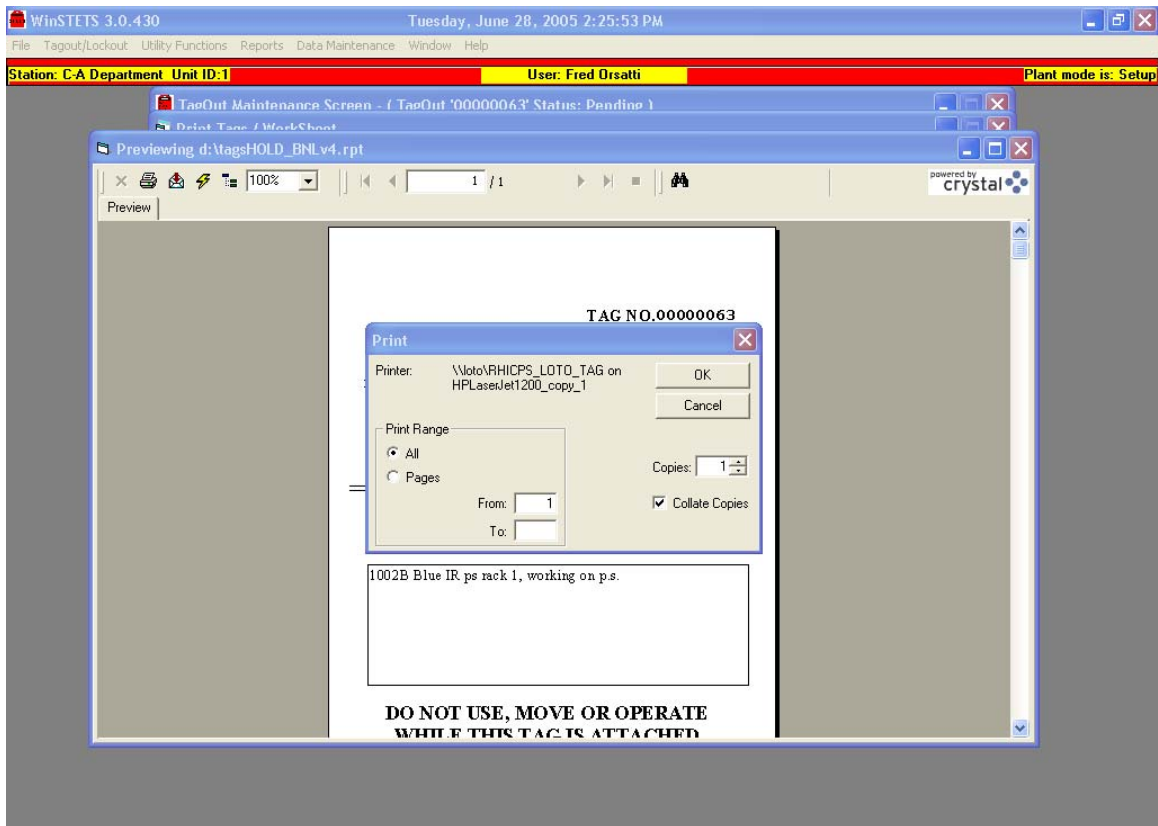
Next, click on the PRINT button. See the next page for the window that pops up next.



Step 11:

Here you have a preview window of your tag. Don't worry about what it says here. We used a tag from a different example. Your tag you see should match what you had selected from the database.

Review your tag and if it all looks good press on the printer icon at the top left of this window. See next page for the window that pops up.



Step 12:

If your printer name matches this printer name click on OK. This small window will disappear and the tag will print.

Next close this PREVIEW window. Click on the X

Next close the PRINT TAGS/WORKSHEET window. Click on the X.

Click EXIT on the TAGOUT MAINTENANCE SCREEN window.

Click LOGOFF on the main WINSTETS window.

Click EXIT on the blue WINSTETS LOG ON window.

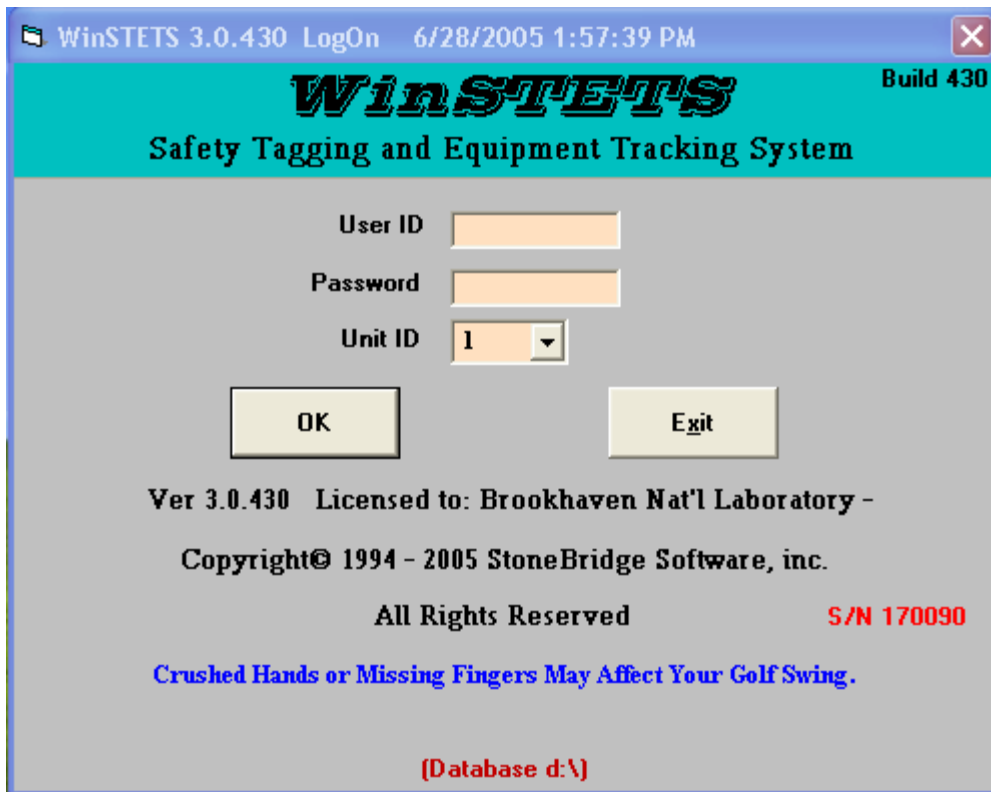
Go and apply your tag.

After you apply your tag you must return to the computer to confirm your tagout.

See the next page and follow the CONFIRM procedure.

CONFIRM PROCEDURE

Step 1: Log in to Winstets. You will see this window. Use your Life number for your User ID and type in your password.



WinSTETS 3.0.430 LogOn 6/28/2005 1:57:39 PM

WinSTETS Build 430

Safety Tagging and Equipment Tracking System

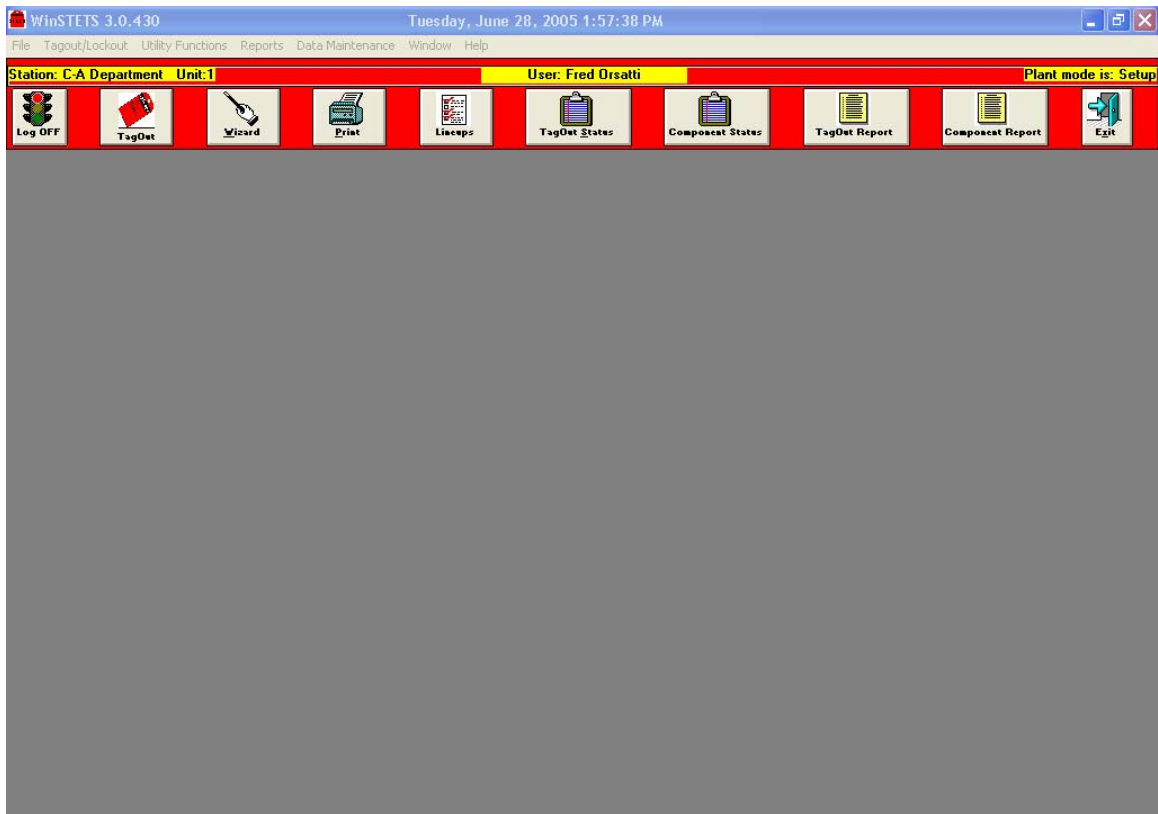
User ID

Password

Unit ID ▼

OK Exit

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Crushed Hands or Missing Fingers May Affect Your Golf Swing.
(Database d:\)



Step 2: Click on tagout button

WinSTETS 3.0.430 Tuesday, June 28, 2005 3:24:45 PM

File Tagout/Lockout Utility Functions Reports Data Maintenance Window Help

Station: C-A Department Unit:1 User: Fred Orsatti Plant mode is: Setup

TagOut Maintenance Screen - (TagOut '00000065' Status: Pending)

Basic Information Responsible Parties Sign On/Sign Off Additional Information Notes and Attachments

Add TagOut Delete TagOut Copy TagOut Save Changes Cancel Changes Change Status Print Exit

TagOut ID: 00000065 Unit ID Type: 1 Standard TagOut ID: PN9A2 Load Verify Std Visual Tag Selector

Equipment Description: Alcove9A-PN9A2 208V Main Outage Start: Outage End:

Description of Work: Group Tag/Team Tag View Work Orders

Current Status: Pending as of 6/28/2005 3:17:13 PM Last Modified 6/28/2005 3:17:13 PM

Search Wizard 00000065 - Alcove9A-PN9A2 208V Main 17

Isolation List			Hazards and Protective Measures				
Order #	Component ID	Description	Tag Pos	Tag Type	Lock Req'd	Lock ID	Status
1	PN9A2	Alcove-9A 208V Main	OPEN	Hold	<input checked="" type="checkbox"/>		Pending
*					<input type="checkbox"/>		

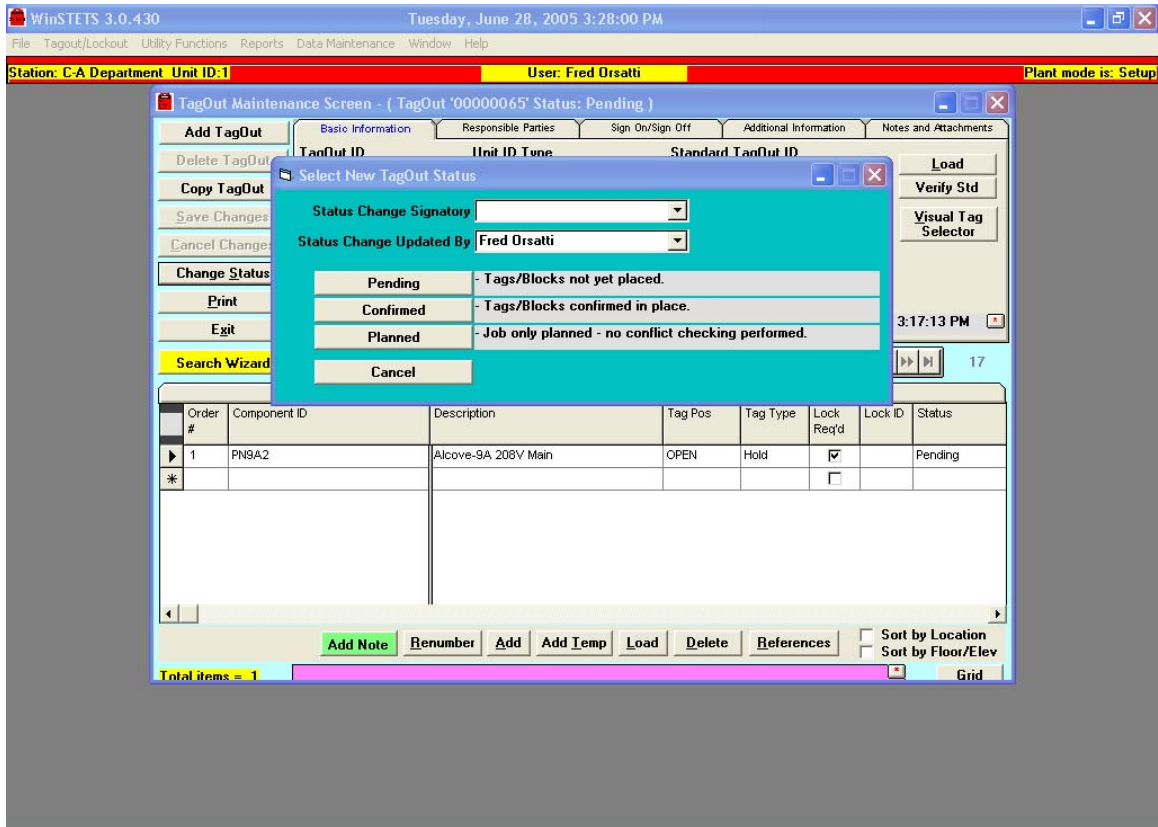
Add Note Renumber Add Add Temp Load Delete References Sort by Location Sort by Floor/Elev

Total items = 1 Grid

Step 3:

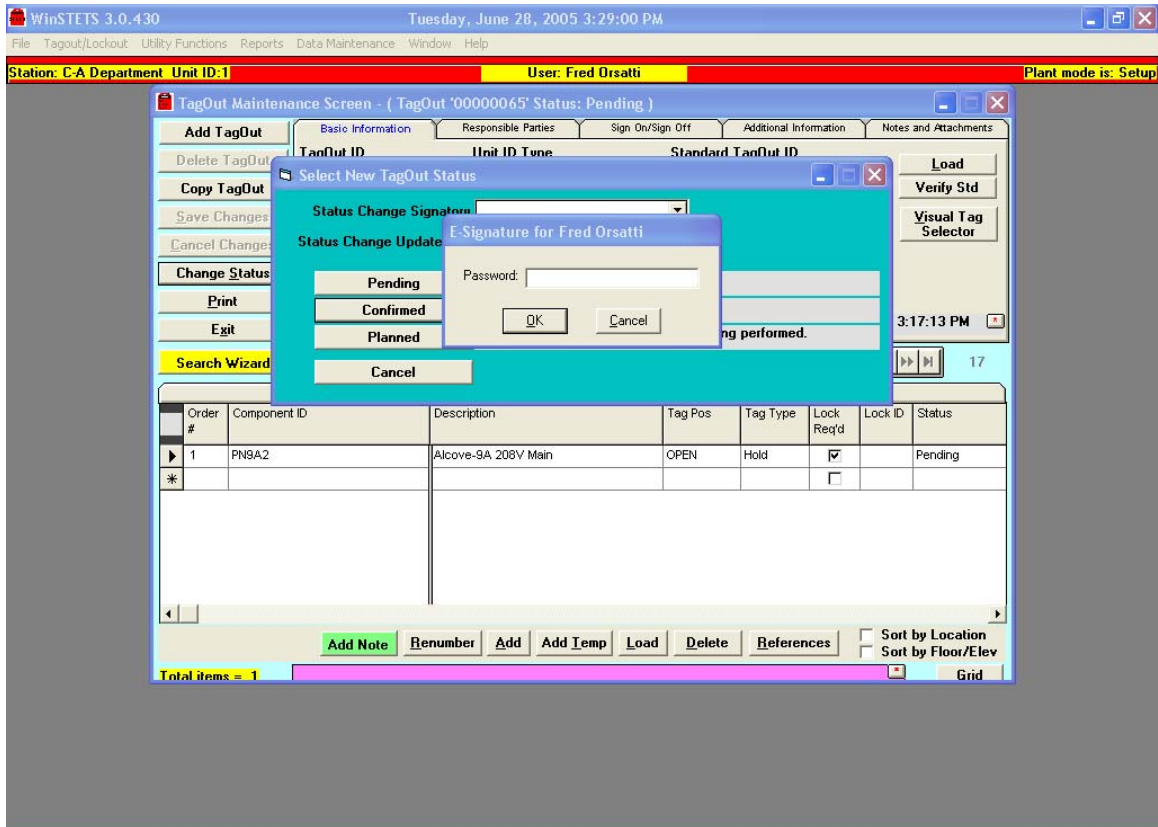
After you click on the TAGOUT button, as shown on page 2, this window should pop up with TAGOUT ID # 00000065 in the TAGOUT ID box. If this number is not in the TAGOUT ID box then click on the arrow under the TAGOUT ID box and a drop down menu will appear and you can select the number 00000065.

Now you must click on the CHANGE STATUS button to confirm your tagout because you have applied your lock and tag. See the next page, this will show you what the window looks like after you have clicked on the CHANGE STATUS button.



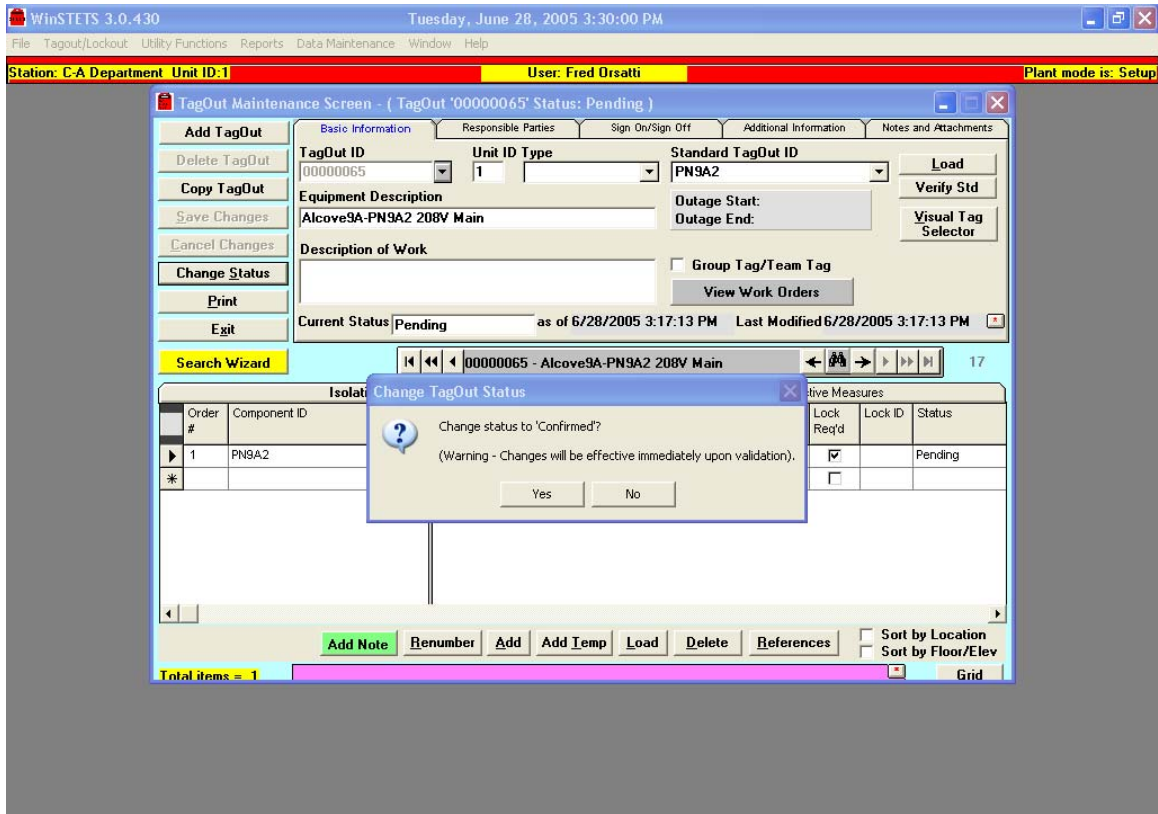
Step 4:

This window now pops up. Click on the CONFIRMED button. See next page.



Step 5:

You must now enter your password. See next page.



Step 6:

Click YES. Observe the status will change from pending to confirmed. See next page.

WinSTETS 3.0.430 Tuesday, June 28, 2005 3:31:00 PM

File Tagout/Lockout Utility Functions Reports Data Maintenance Window Help

Station: C-A Department Unit ID: 1 User: Fred Orsatti Plant mode is: Setup

TagOut Maintenance Screen - (TagOut '00000065' Status: Confirmed)

Add TagOut

Delete TagOut

Copy TagOut

Save Changes

Cancel Changes

Change Status

Print

Exit

Basic Information

TagOut ID: 00000065

Unit ID Type: 1

Standard TagOut ID: PN9A2

Equipment Description: Alcove9A-PN9A2 208V Main

Description of Work:

Current Status: Confirmed as of 6/28/2005 3:17:13 PM Last Modified 6/28/2005 3:31:13 PM

Responsible Parties

Sign On/Sign Off

Additional Information

Notes and Attachments

Outage Start:

Outage End:

Group Tag/Team Tag

View Work Orders

Load

Verify Std

Visual Tag Selector

Search Wizard: 00000065 - Alcove9A-PN9A2 208V Main 17

Isolation List			Hazards and Protective Measures				
Order #	Component ID	Description	Tag Pos	Tag Type	Lock Req'd	Lock ID	Status
1	PN9A2	Alcove-9A 208V Main	OPEN	Hold	<input checked="" type="checkbox"/>		Confirmed

☐ Sort by Location
☐ Sort by Floor/Elev

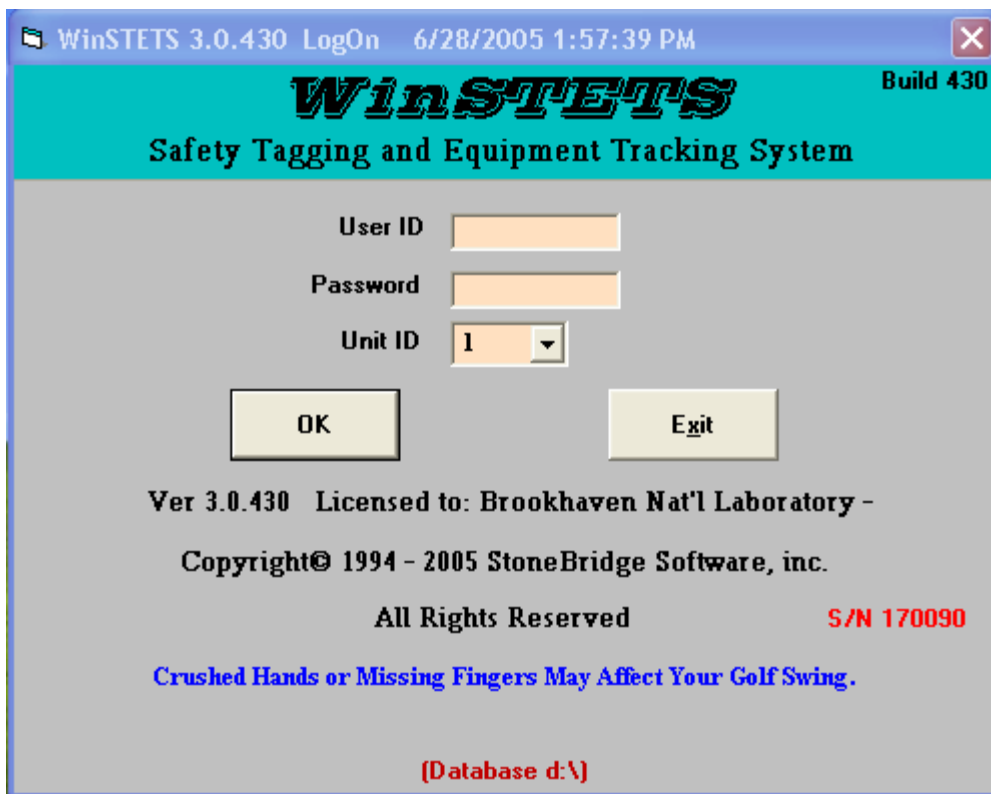
Total items = 1 Display Only(no update access) Grid

Step 7:

Exit this window. Log off. When you are ready to remove the tag go to the RELEASE PENDING procedure first, on the next page, and then go and remove your tag.

RELEASE PENDING PROCEDURE

Step 1: Log in to Winstets. You will see this window. Use your Life number for your User ID and type in your password.



The image shows a Windows-style login window titled "WinSTETS 3.0.430 LogOn" with a timestamp of "6/28/2005 1:57:39 PM". The window has a teal header bar with the "WinSTETS" logo and the text "Safety Tagging and Equipment Tracking System" and "Build 430". The main area is gray and contains three input fields: "User ID" (text box), "Password" (text box), and "Unit ID" (dropdown menu showing "1"). Below these are "OK" and "Exit" buttons. At the bottom, there is copyright information: "Ver 3.0.430 Licensed to: Brookhaven Nat'l Laboratory - Copyright© 1994 - 2005 StoneBridge Software, inc. All Rights Reserved S/N 170090". A blue warning message "Crushed Hands or Missing Fingers May Affect Your Golf Swing." is displayed above the red text "(Database d:\)".

WinSTETS 3.0.430 LogOn 6/28/2005 1:57:39 PM

WinSTETS Build 430

Safety Tagging and Equipment Tracking System

User ID

Password

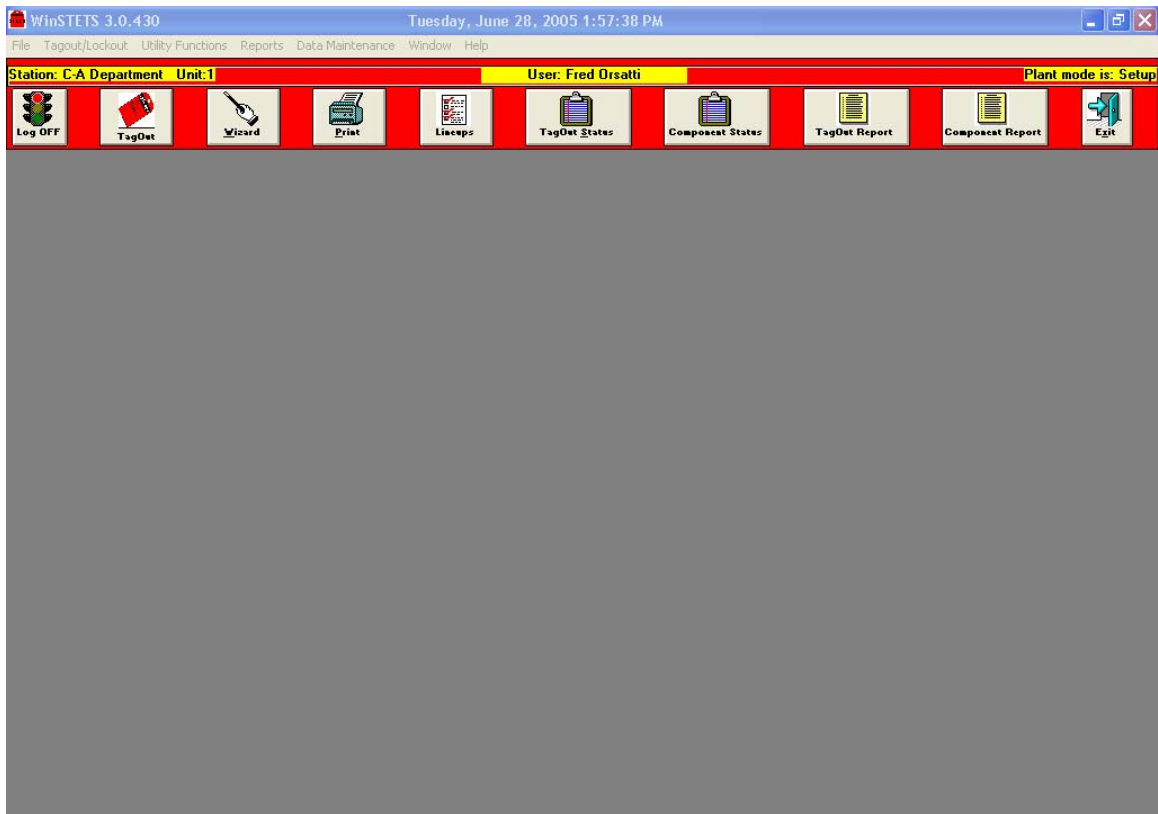
Unit ID

OK Exit

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Crushed Hands or Missing Fingers May Affect Your Golf Swing.

(Database d:\)



Step 2: Click on tagout button

WinSTETS 3.0.430 Tuesday, June 28, 2005 3:33:00 PM

File Tagout/Lockout Utility Functions Reports Data Maintenance Window Help

Station: C-A Department Unit ID: 1 User: Fred Orsatti Plant mode is: Setup

TagOut Maintenance Screen - (TagOut '00000065' Status: Confirmed)

Basic Information Responsible Parties Sign On/Sign Off Additional Information Notes and Attachments

TagOut ID: 00000065 Unit ID Type: 1 Standard TagOut ID: PN9A2

Equipment Description: Alcove9A-PN9A2 208V Main Outage Start: Outage End:

Description of Work: ☐ Group Tag/Team Tag

Current Status: Confirmed as of 6/28/2005 3:17:13 PM Last Modified 6/28/2005 3:31:13 PM

Search Wizard: 00000065 - Alcove9A-PN9A2 208V Main

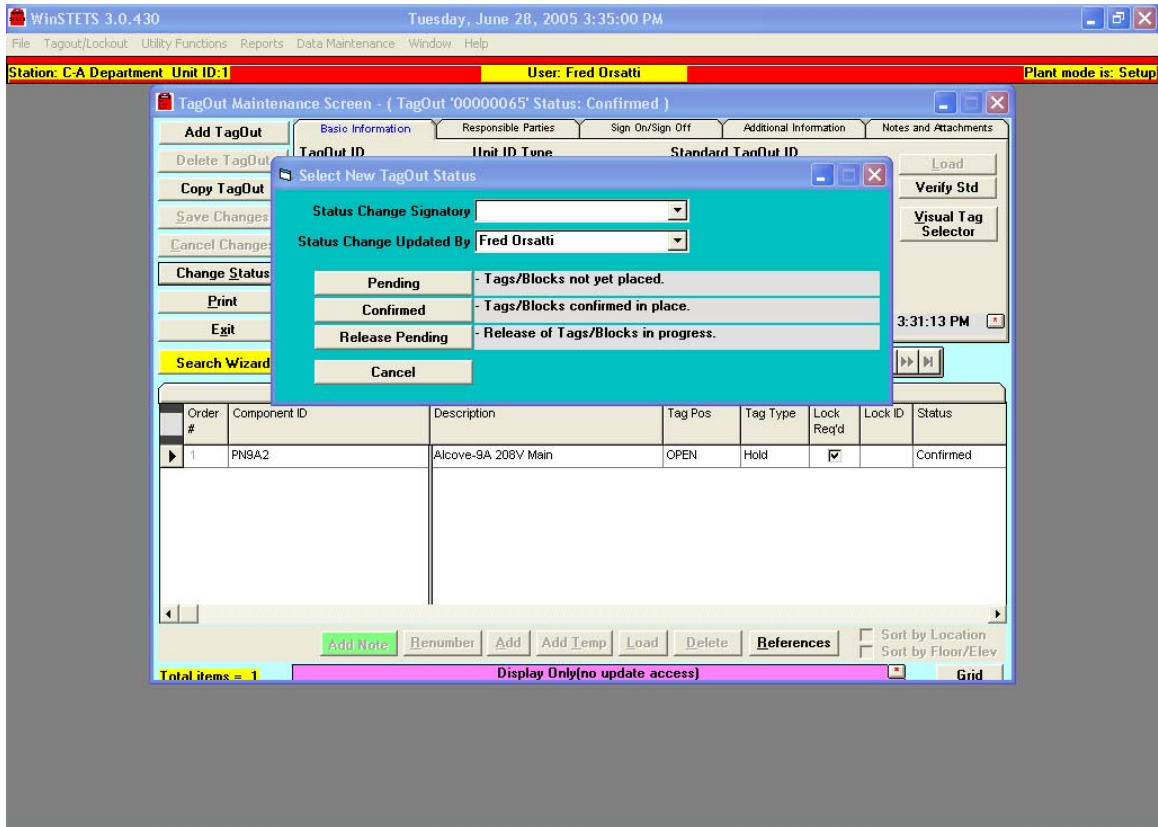
Isolation List			Hazards and Protective Measures				
Order #	Component ID	Description	Tag Pos	Tag Type	Lock Req'd	Lock ID	Status
1	PN9A2	Alcove-9A 208V Main	OPEN	Hold	<input checked="" type="checkbox"/>		Confirmed

☐ Sort by Location
 ☐ Sort by Floor/Elev

Total items = 1 Display Only(no update access)

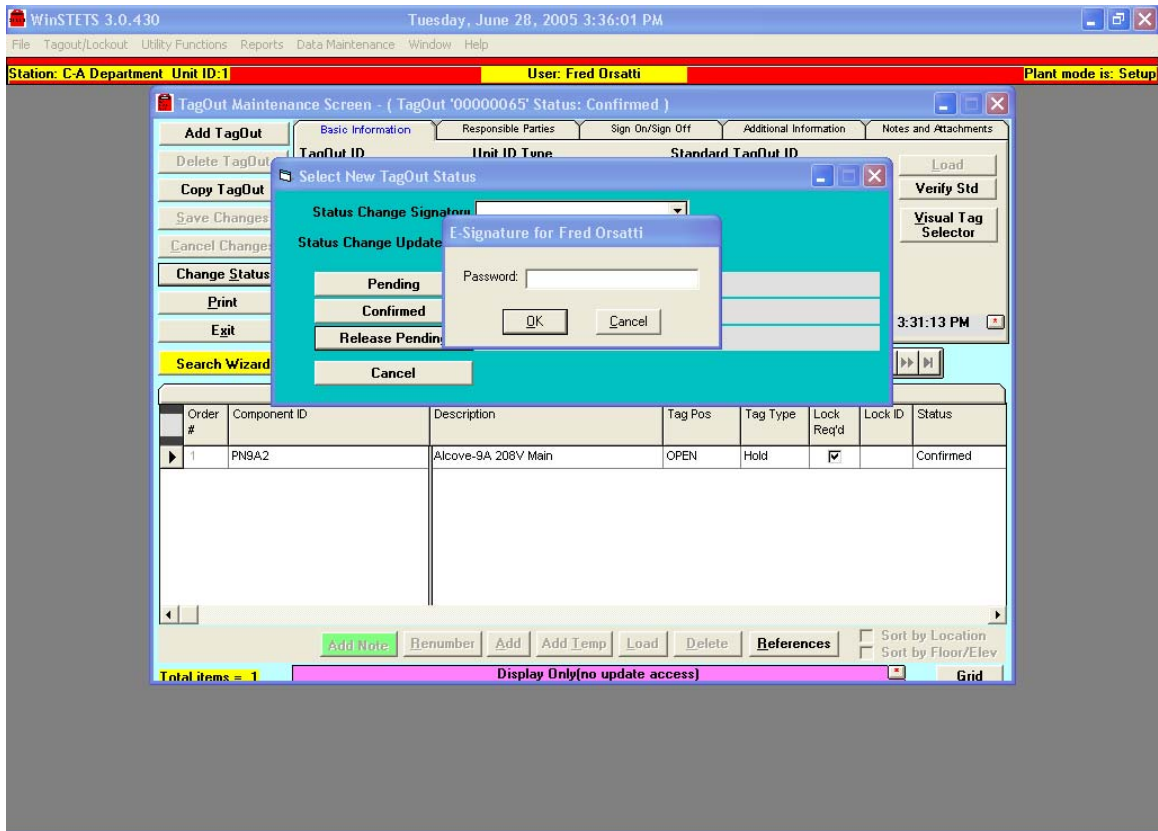
Step 3:

After you click on tagout, the tagout ID number 00000065 should pop up under tagout ID. If it does not, click on the arrow under TAGOUT ID and select 00000065. You will now click on the change status button. See next page.



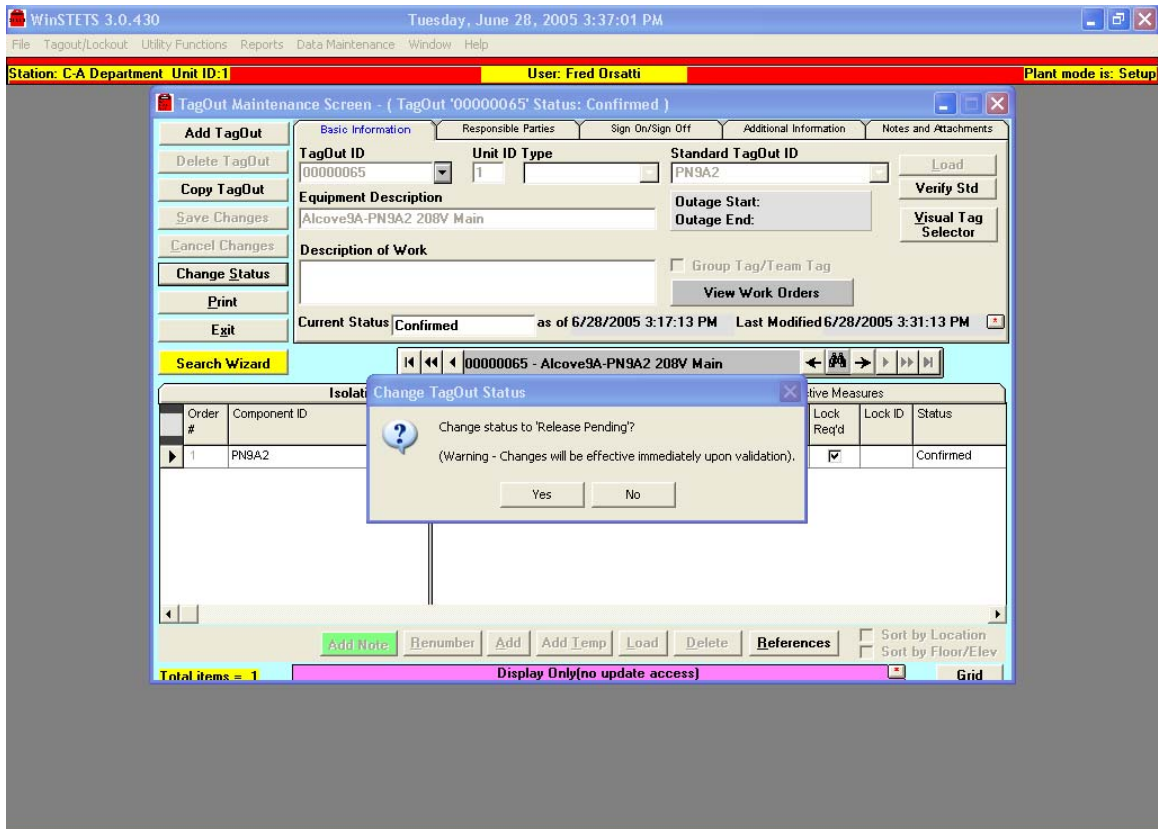
Step 4

Click on the RELEASE PENDING button. See next page.



Step 5:

Enter your password. See next page.



Step 6:

Click YES. See next page.

WinSTETS 3.0.430 Tuesday, June 28, 2005 3:37:01 PM

File Tagout/Lockout Utility Functions Reports Data Maintenance Window Help

Station: C-A Department Unit ID: 1 User: Fred Orsatti Plant mode is: Setup

TagOut Maintenance Screen - (TagOut '00000065' Status: Release Pending)

Add TagOut
Delete TagOut
Copy TagOut
Save Changes
Cancel Changes
Change Status
Print
Exit

Basic Information

TagOut ID: 00000065 Unit ID Type: 1 Standard TagOut ID: PN9A2

Equipment Description: Alcove9A-PN9A2 208V Main

Description of Work:

Outage Start: Outage End:

Group Tag/Team Tag: ☐

View Work Orders

Current Status: Release Pending as of 6/28/2005 3:37:34 PM Last Modified 6/28/2005 3:37:34 PM

Search Wizard: 00000065 - Alcove9A-PN9A2 208V Main 17

Isolation List			Hazards and Protective Measures				
Order #	Component ID	Description	Tag Pos	Tag Type	Lock Req'd	Lock ID	Status
1	PN9A2	Alcove-9A 208V Main	OPEN	Hold	<input checked="" type="checkbox"/>		Release Pending

Add Note Renumber Add Add Temp Load Delete References

Sort by Location Sort by Floor/Elev

Total items = 1 Display Only(no update access) Grid

Step 7:

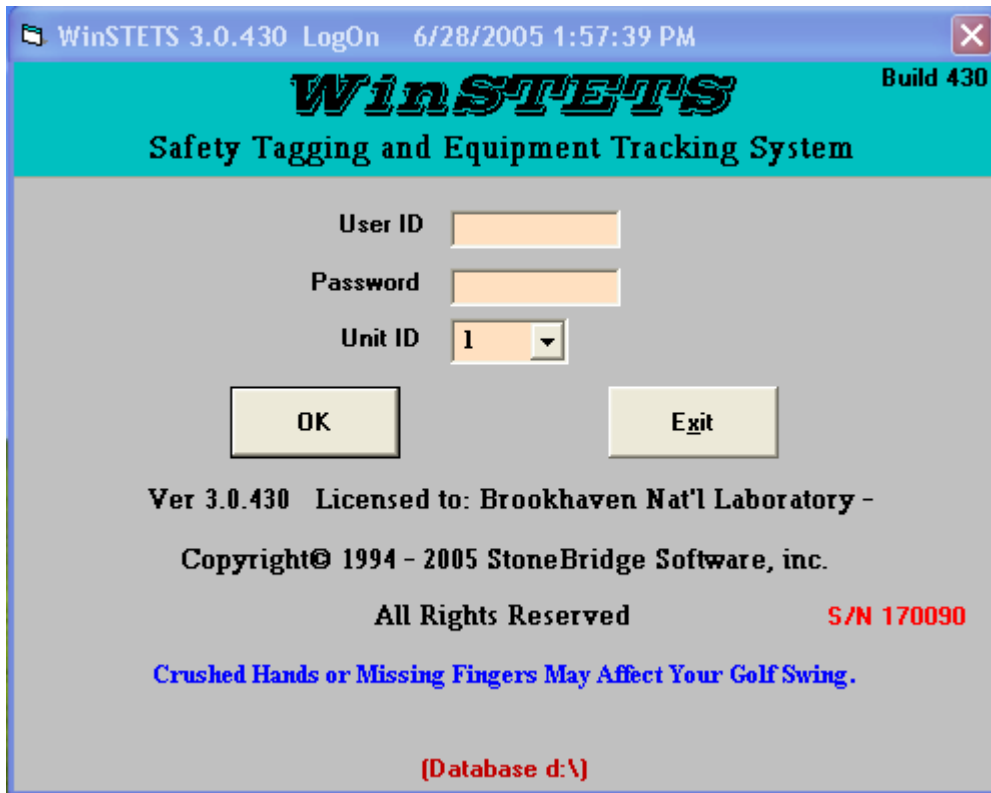
The status has now changed to RELEASE PENDING. You can now go and remove your lock and tag. Log off and go and remove your lock and tag.

When you return with you lock and tag in your hand you must change the status to JOB RELEASED.

Follow the JOB RELEASED procedure which starts on the next page.

JOB RELEASED PROCEDURE

Step 1: Log in to Winstets. You will see this window. Use your Life number for your User ID and type in your password.



The image shows a Windows-style application window titled "WinSTETS 3.0.430 LogOn 6/28/2005 1:57:39 PM". The window has a blue title bar with a close button (X) in the top right corner. Below the title bar is a teal header area with the "WinSTETS" logo in a stylized, bold, italicized font. To the right of the logo, it says "Build 430". Below the header is a light gray main area. In the center of this area are three input fields: "User ID" (a text box), "Password" (a text box), and "Unit ID" (a dropdown menu currently showing "1"). Below these fields are two buttons: "OK" and "Exit". At the bottom of the window, there is a block of text: "Ver 3.0.430 Licensed to: Brookhaven Nat'l Laboratory - Copyright© 1994 - 2005 StoneBridge Software, inc. All Rights Reserved S/N 170090". Below this is a blue line of text: "Crushed Hands or Missing Fingers May Affect Your Golf Swing." and at the very bottom, in red, is "(Database d:\)".

WinSTETS 3.0.430 LogOn 6/28/2005 1:57:39 PM

WinSTETS Build 430

Safety Tagging and Equipment Tracking System

User ID

Password

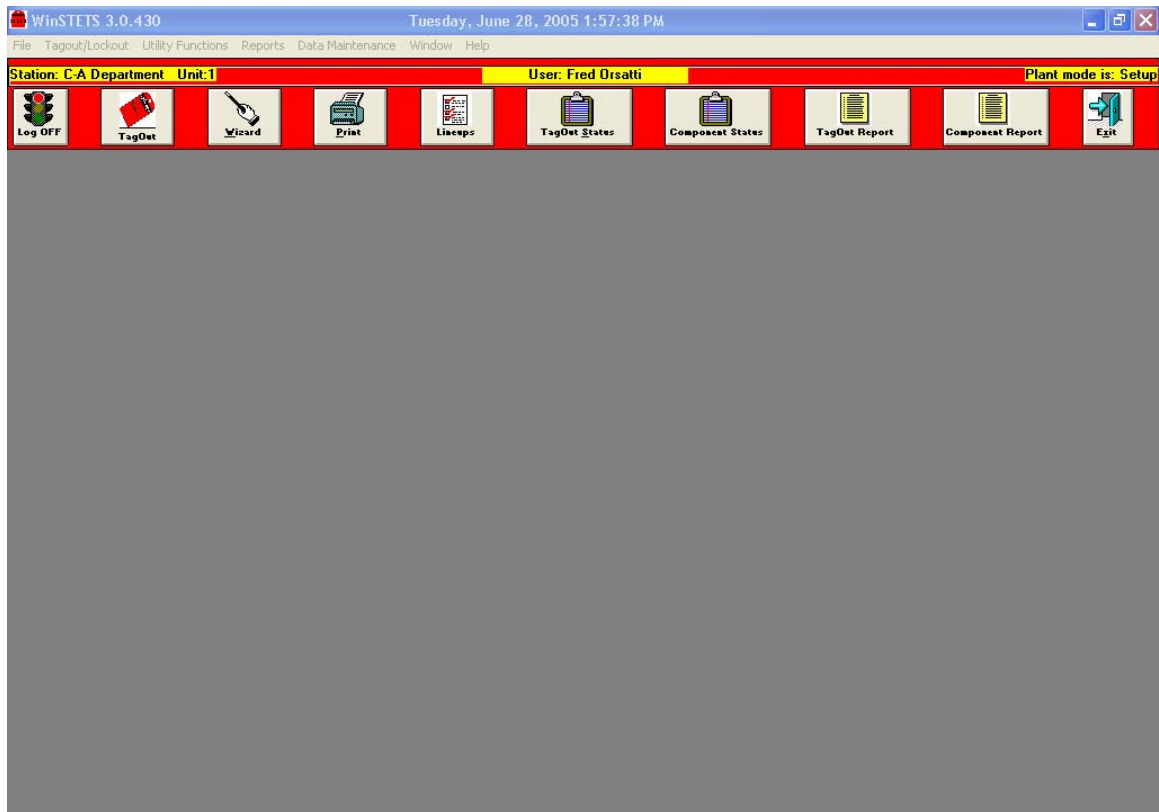
Unit ID

OK Exit

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Crushed Hands or Missing Fingers May Affect Your Golf Swing.

(Database d:\)



Step 2: Click on tagout button

WinSTETS 3.0.430 Tuesday, June 28, 2005 3:37:01 PM

File Tagout/Lockout Utility Functions Reports Data Maintenance Window Help

Station: C-A Department Unit ID: 1 User: Fred Orsatti Plant mode is: Setup

TagOut Maintenance Screen - (TagOut '00000065' Status: Release Pending)

Add TagOut

Delete TagOut

Copy TagOut

Save Changes

Cancel Changes

Change Status

Print

Exit

Basic Information

TagOut ID: 00000065

Unit ID Type: 1

Standard TagOut ID: PN9A2

Equipment Description: Alcove9A-PN9A2 208V Main

Description of Work:

Outage Start:

Outage End:

Group Tag/Team Tag: ☐

View Work Orders

Current Status: Release Pending as of 6/28/2005 3:37:34 PM Last Modified 6/28/2005 3:37:34 PM

Search Wizard

00000065 - Alcove9A-PN9A2 208V Main

Isolation List			Hazards and Protective Measures				
Order #	Component ID	Description	Tag Pos	Tag Type	Lock Req'd	Lock ID	Status
1	PN9A2	Alcove-9A 208V Main	OPEN	Hold	<input checked="" type="checkbox"/>		Release Pending

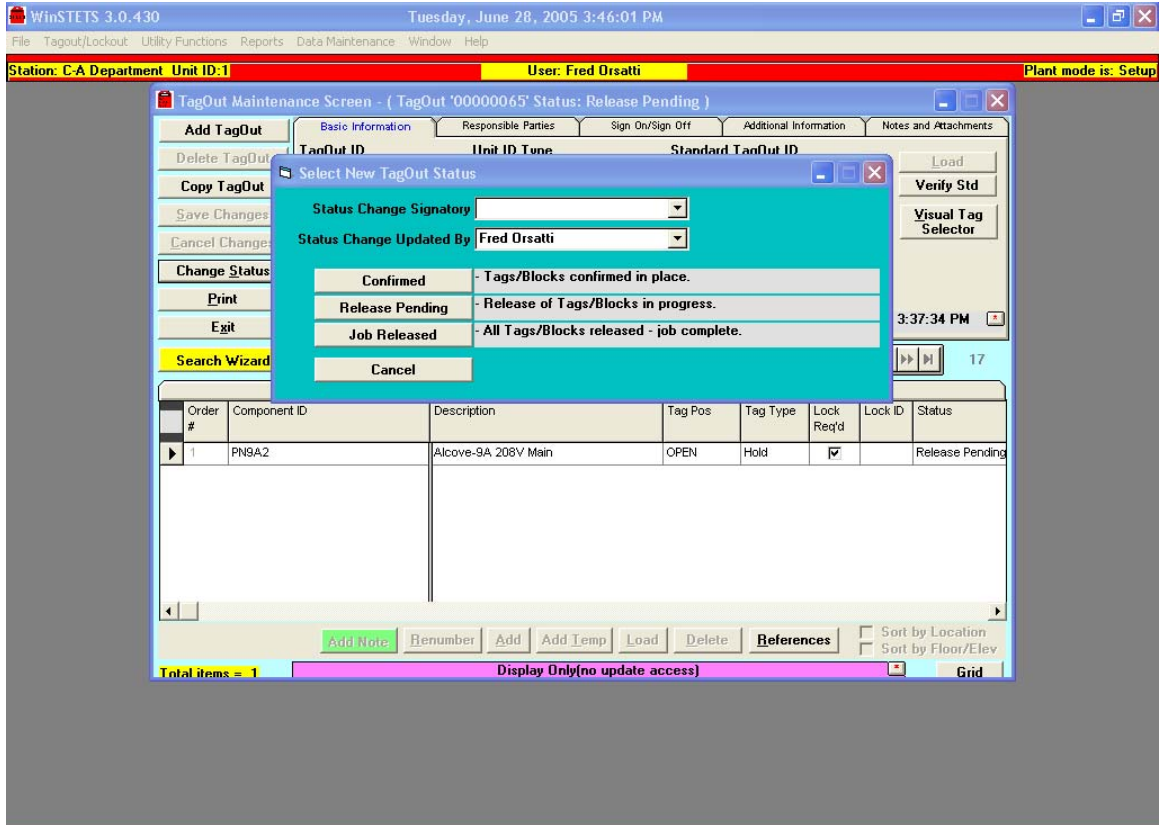
Total items = 1

Display Only(no update access)

Grid

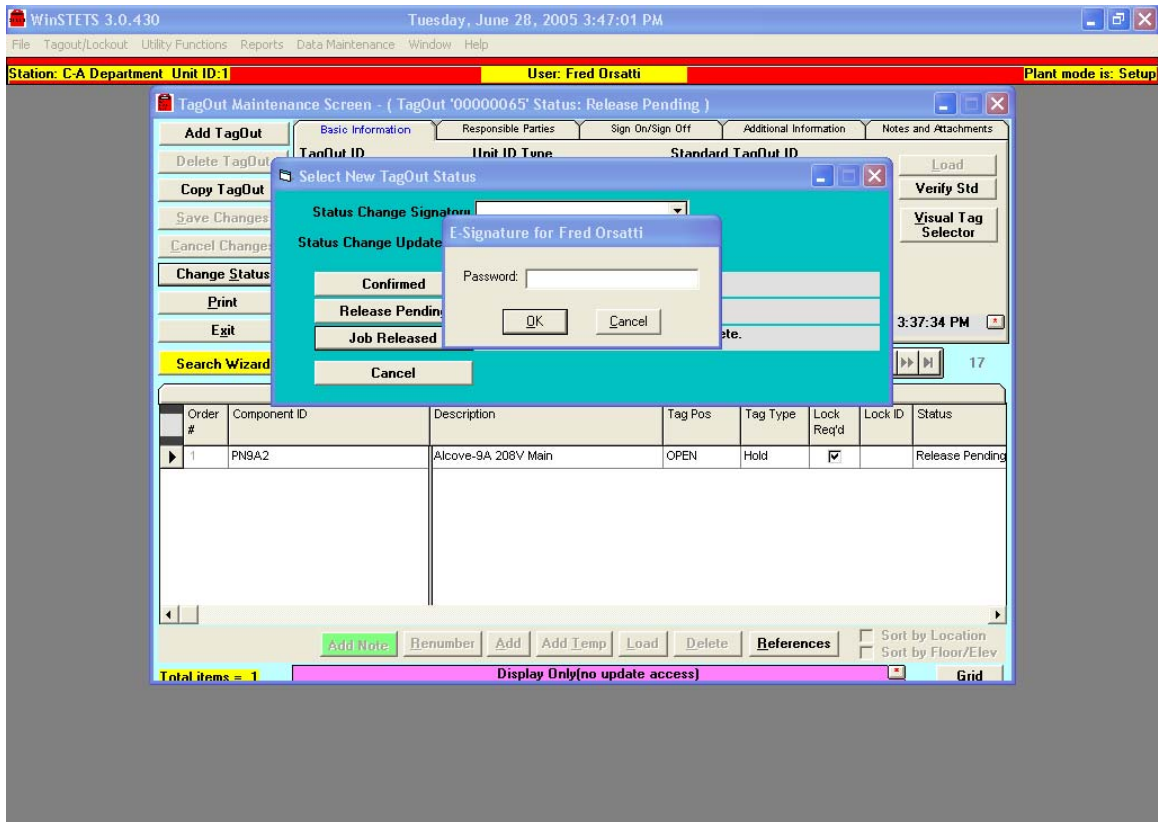
Step 3:

After you click on tagout, the tagout ID number 00000065 should pop up under tagout ID. If it does not, click on the arrow under TAGOUT ID and select 00000065. You will now click on the change status button. See next page.



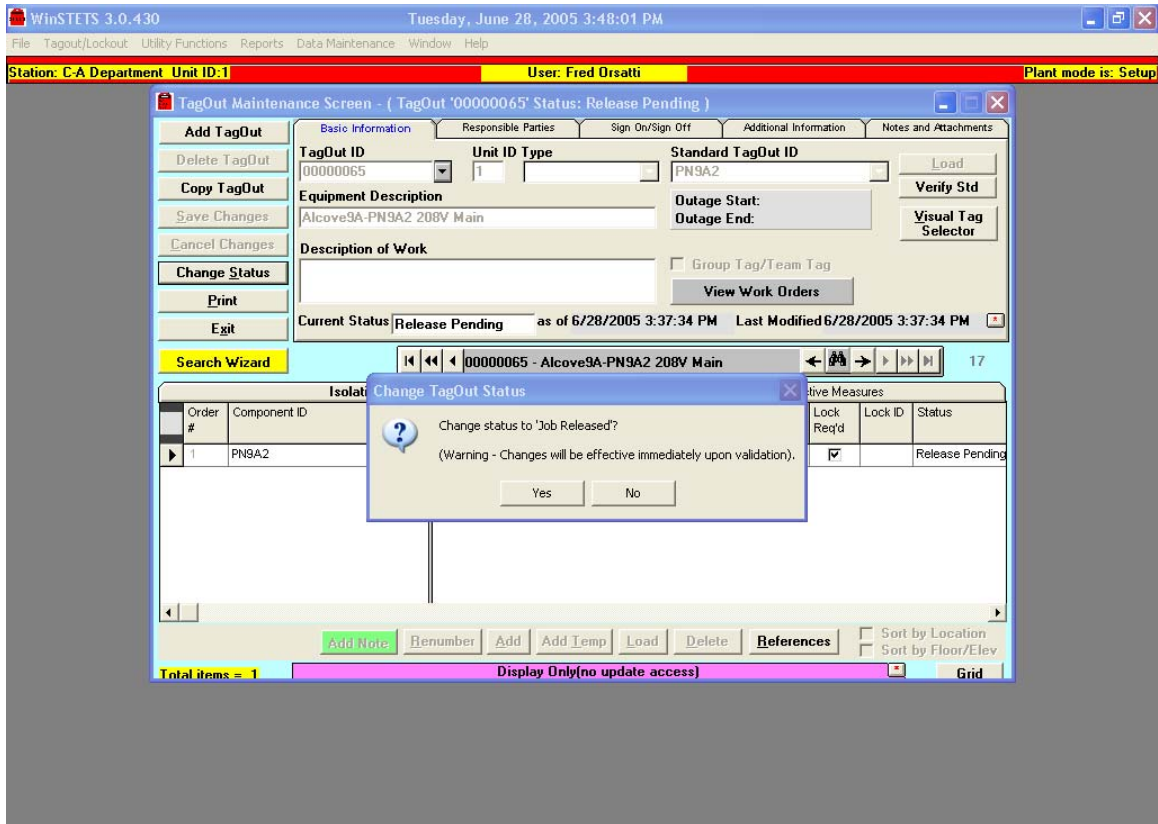
Step 4:

Click on the JOB RELEASED button. See next page.



Step 5:

Type in your password. See next page.



Step 6:

Click on YES. See next page.

WinSTETS 3.0.430 Tuesday, June 28, 2005 3:48:01 PM

File Tagout/Lockout Utility Functions Reports Data Maintenance Window Help

Station: C-A Department Unit ID:1 User: Fred Orsatti Plant mode is: Setup

TagOut Maintenance Screen - (TagOut '00000065' Status: Job Released)

Basic Information Responsible Parties Sign On/Sign Off Additional Information Notes and Attachments

Add TagOut Delete TagOut Copy TagOut Save Changes Cancel Changes Change Status Print Exit

TagOut ID: 00000065 Unit ID Type: 1 Standard TagOut ID: PN9A2 Load Verify Std

Equipment Description: Alcove9A-PN9A2 208V Main Outage Start: Outage End: Visual Tag Selector

Description of Work: Group Tag/Team Tag View Work Orders

Current Status: Job Released as of 6/28/2005 3:48:51 PM Last Modified 6/28/2005 3:48:51 PM

Search Wizard 00000065 - Alcove9A-PN9A2 208V Main 17

Isolation List			Hazards and Protective Measures				
Order #	Component ID	Description	Tag Pos	Tag Type	Lock Req'd	Lock ID	Status
1	PN9A2	Alcove-9A, 208V Main	OPEN	Hold	<input checked="" type="checkbox"/>		Job Released


Add Note Renumber Add Add Temp Load Delete References Sort by Location Sort by Floor/Elev

Total items = 1 Display Only(no update access) Grid

Step 7:

You will now see the status has changed to Job Released. You can now rip up your tag and throw it out. Log off.

PASSWORD CHANGE



The image shows a Windows-style application window titled "WinSTETS 3.0.430 LogOn 6/29/2005 4:04:41 PM". The window has a blue title bar with standard Windows icons. Below the title bar is a teal header area with the "WinSTETS" logo in a stylized, bold font. Underneath the logo, the text "Safety Tagging and Equipment Tracking System" is displayed. The main area of the window is gray and contains a login form. The form has three input fields: "User ID" with the value "20211", "Password" with the value "20211", and "Unit ID" with a dropdown menu showing "1". Below these fields are two buttons: "OK" and "Exit". At the bottom of the window, there is a copyright notice: "Ver 3.0.430 Licensed to: Brookhaven Nat'l Laboratory - Copyright© 1994 - 2005 StoneBridge Software, inc. All Rights Reserved S/N 170090". A blue text string "Safety is redundant!!!!!" is also present. At the very bottom, in red text, is "(Database d:\)".

WinSTETS 3.0.430 LogOn 6/29/2005 4:04:41 PM

WinSTETS

Safety Tagging and Equipment Tracking System

User ID 20211

Password 20211

Unit ID 1

OK Exit

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Safety is redundant!!!!

(Database d:\)

Step 1:

If this is the first time you have logged onto the system type in your life number for your User ID and your Life number for your password as shown above.

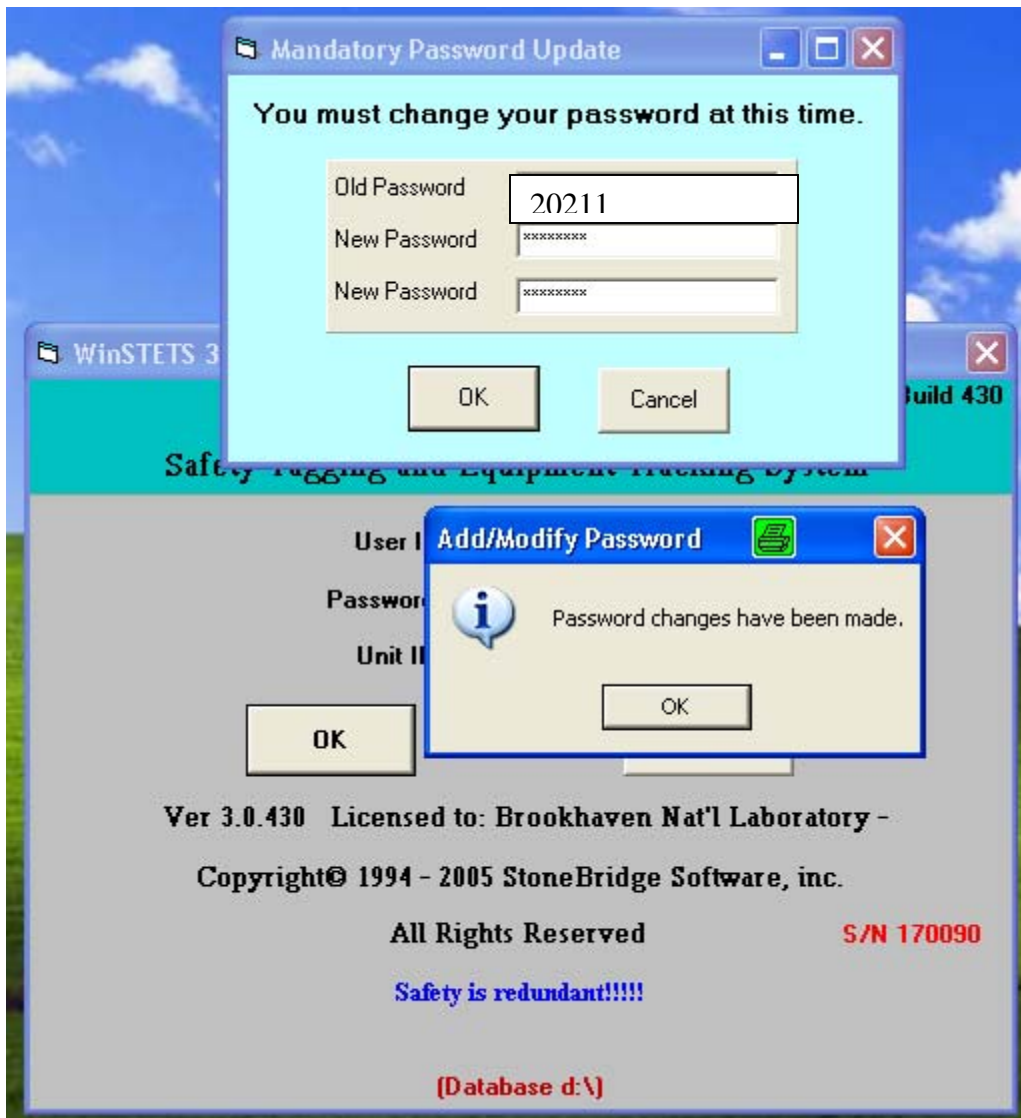
See next page



Step 2:

A new window pops up. Type in your Life number for your old password and then type in your new password twice.

See next page.



Click OK then go back to Page 5.